

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2025-11**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Foster Care Coordinator  
**OPENING DATE:** March 24, 2025  
**CLOSING DATE:** April 1, 2025  
**DEPARTMENT:** Social Services  
**SALARY RANGE:** NE11; \$44,762 - \$67,142

Position Summary:

Under the general supervision of the Social Services Program Manager, the Foster Care Coordinator administers the Pueblo's foster care program consistent with established standards and in compliance with contract guidelines. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

Essential Duties & Responsibilities:

- Recruits prospective foster and adoptive families and homes; develops informational and educational presentations for community awareness.
- Interviews prospective clients and completes foster care and adoptive home studies per Pueblo of Laguna Foster Care Standard Operating Procedures.
- Performs work for transition from foster care to adoption if reunification and/or other case plans are not effective.
- Conducts background checks, including fingerprints, on prospective foster and adoptive families for licensing.
- Prepares foster parent/client contracts and agreements.
- Implements and facilitates foster parent training; incorporates traditional and western parenting skills in parent training curriculum.
- Provides orientation and training for both newly licensed and on-going foster care providers.
- Provides foster care supportive counseling during placement; identifies specific needs of the foster family and placement of children; develops means and ways of addressing identified needs.
- Conducts home visits as required by case plans or as needed.
- Coordinates and facilitates a foster family support group.
- Develops and manages comprehensive case files in compliance with Pueblo of Laguna Foster Care Standard Operating Procedures and grant requirements.
- Generates required narrative and statistical reports.
- Develops working relationships with other relevant entities and programs.
- Participates in community engagement activities to develop positive relationships, provide information, and promote program services.
- Conducts on-going case staffing with Social Services Specialists for case management needs.
- Ensures the confidentiality of client information in accordance with relevant privacy protection laws.
- Works under various schedules including extended workday, call-back, and on-call rotation.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains/enhances professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in social work, psychology, behavioral sciences, counseling, or other directly related field required. Two years of work experience in social work, adoption services, or foster care services required. Master's degree preferred. FEMA ICS 100, 200, 700, 800 Certifications preferred. Must obtain within six (6) months of hire. Fluency in the Laguna language preferred. A combination of relevant education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Foster Care Coordinator is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving License, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements regarding adoption and foster care placement.
- Knowledge of principles, methods, and processes of adoption and foster care placement.
- Knowledge of assessment principles and methods for prospective adoptive parents and foster care providers.
- Knowledge of evaluation principles and methods for current placements.
- Knowledge of relevant privacy protection laws and requirements.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to interpret applicable laws and regulations and skill to apply to program.
- Ability to exercise independent judgment and work with minimal supervision.
- Ability to establish and maintain professional relationships with co-workers, clients, and other services providers at all levels.
- Ability and skill to plan, create, and deliver/implement informational, motivating, and educational presentations and activities to diverse audiences.
- Ability to be innovative, creative, and flexible in delivery of program services.
- Ability to be persuasive and tactful in controversial situations.
- Ability to analyze situations and adopt appropriate courses of action, including emergency situations.
- Ability to work extended hours, various work schedules, and be available for call-back on a 24-hour basis.
- Skill and ability to convey information in format appropriate to immediate audience.
- Skill in operations and program evaluations to determine relevance and/or need for revision.
- Skill in computer use including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. *Read instructions prior to completing application form; incomplete applications will not be considered.* Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026

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4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**